

ANNOUNCEMENT NUMBER: 09-023

OPEN TO: All Interested Candidates

POSITION: Travel Assistant, FSN-7; FP-7*

OPENING DATE: July 27, 2009

CLOSING DATE: August 07, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$33,817 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident: US\$ 24,126 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Luanda is seeking an individual for the position of Travel Assistant for the GSO (General Services Office) Section in Luanda.

BASIC FUNCTION OF POSITION

Directly supervised by the Management Specialist position is the sole position at post responsible for travel arrangements and short-term hotel accommodations for American staff, LE Staff traveling on official duty, and visiting officials. Position is responsible for applying all travel regulations, creating travel documents and providing primary embassy liaison with various airport, airline and travel agency officials. Operates motor vehicle to transport passengers and /or supplies and equipment when where necessary and as directed by Motor Pool Dispatcher and Motor Pool Supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222641161 or 222641284.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION**: Completion of Secondary School is required.
2. **REQUIRED WORK EXPERIENCE**: Three-five years of progressively more responsible experience in a travel-related field is required.
3. **REQUIRED LANGUAGES**: Level IV English and Level IV Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE**: Must possess extensive knowledge of travel industry in Angola as well as 6 FAM, 14 FAM and Standardized Travel regulations.
5. **REQUIRED TECHNICAL KNOWLEDGE**: Must possess good keyboarding skills, including typing at 40 wpm. Good knowledge of Microsoft Office products (or other word processing software) is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must go through background investigations.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Margaret Hartley
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US

Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: AUGUST 7, 2009

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Craig Coombs
Acting Management Officer

